

Pat,

When the Filing Equipment Inventory sheet was developed last year it was intended to serve as a work sheet for the records officer, hence the need for all the columns under shelving. From it he was able to give us a report on the number of pieces of filing equipment he had and also figure out the cubic feet of records, microfilm, etc in the office.

Is your report intended to gather number of types of equipment, number of square feet of floor space occupied by the equipment, total filing capacity, or what?

I believe your form is going way beyond a need for records management purposes or do you have new requirements. To me it looks more like one Logistics would be involved in rather than RAB. We need to keep it simple and workable. Where's a dollar conversion figure for cost purposes?

Sorry I kept your draft but it got filed away and forgotten in my move.

*Rita*  
*3/1/74*